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ABSTRACT

Developed around the technology of the Apple duodisk drive, five and one-fourth inch floppy disks, and the 1.3 version of the AppleWorks program, this manual is designed for use as a "how to" training device in developing database files. The guide is meant to be used with Apple IIe or IIGS computers which have a duodisk or two disk drives and an 80 column card installed; other versions of the AppleWorks program; and the smaller disk drives presently available on the market. Necessary items and skills required by potential users of the manual are specified, and how to build and modify a database file is explained. It is noted that additional guidance in the construction of a database is available in the AppleWorks manual which accompanies the purchase of the program, or from manuals available in bookstores. (CGD)

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DEVELOPING DATA BASE FILES USING THE APPLEWORKS DATA BASE SUBPROGRAM AND APPLE IIe OR GS COMPUTERS

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INTRODUCTION

"Developing Data Base Files Using The AppleWorks...Computers" was developed for use as a "how to" training device. It can be used with either Apple IIe or IIGS computers which have a Duodisk or two disk drives and an 80 column card installed. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

1. Apple II series computer.

2. A Duodisk drive or two disk drives (a single disk drive may be used).

3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.

4. One data disk.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

1. Turn on the Apple computer.

2. Identify the location of slots 1 and 2 of the Duodisk drive or the difference between drives 1 and 2 of some other drive arrangement.

3. Bootup the AppleWorks program.

4. Format blank data disks (blank, unused disks must be formatted before information can be stored on them). This task may be accomplished using the AppleWorks program "Main Menu" option 5 (Other Activities) and option 5 of the "Other Activities" menu.

After building a file like the one described in this document, users should be able to set up data base files like the one described herein. Once a data base file, like the one described, has been constructed and saved on a data disk users should attempt to modify the file such that it will better fit their individual needs. Additional guidance in this regard may be found in the AppleWorks manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

STEPS DIRECTIONS

01. Load the AppleWorks program into the computer. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

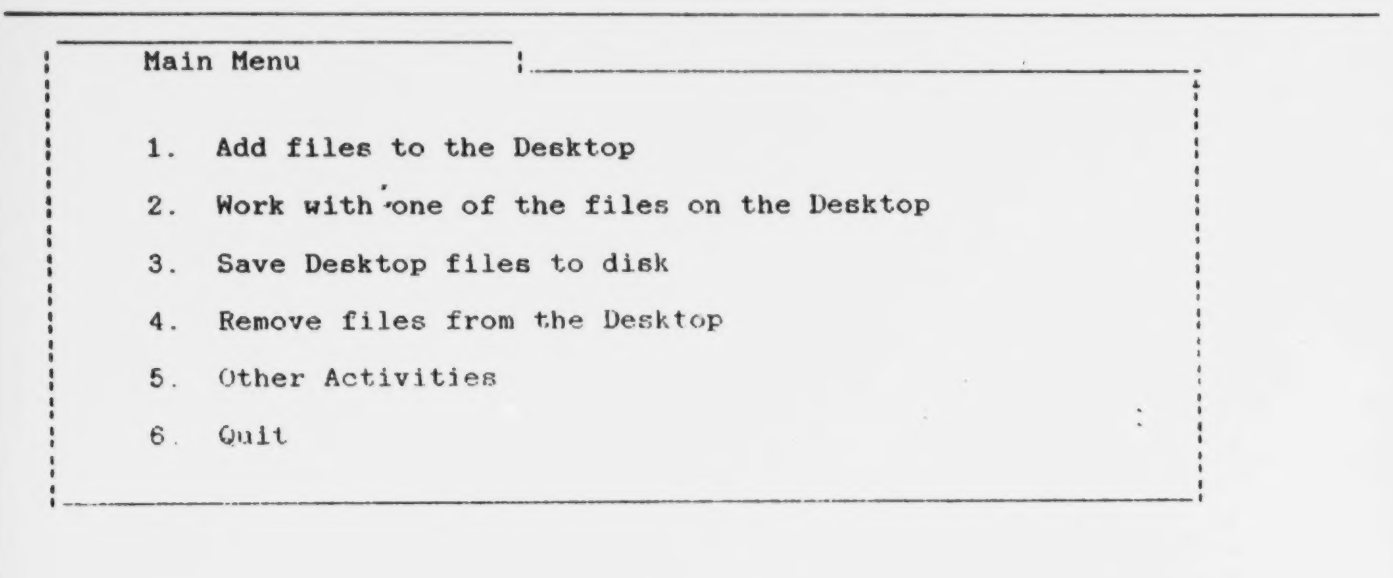
Disk: Disk 2
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
@-? for Help

Figure 1. The Computer Screen With Disk Drive Two Selected.

02. Option #1, "Add Files to the Desktop" is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

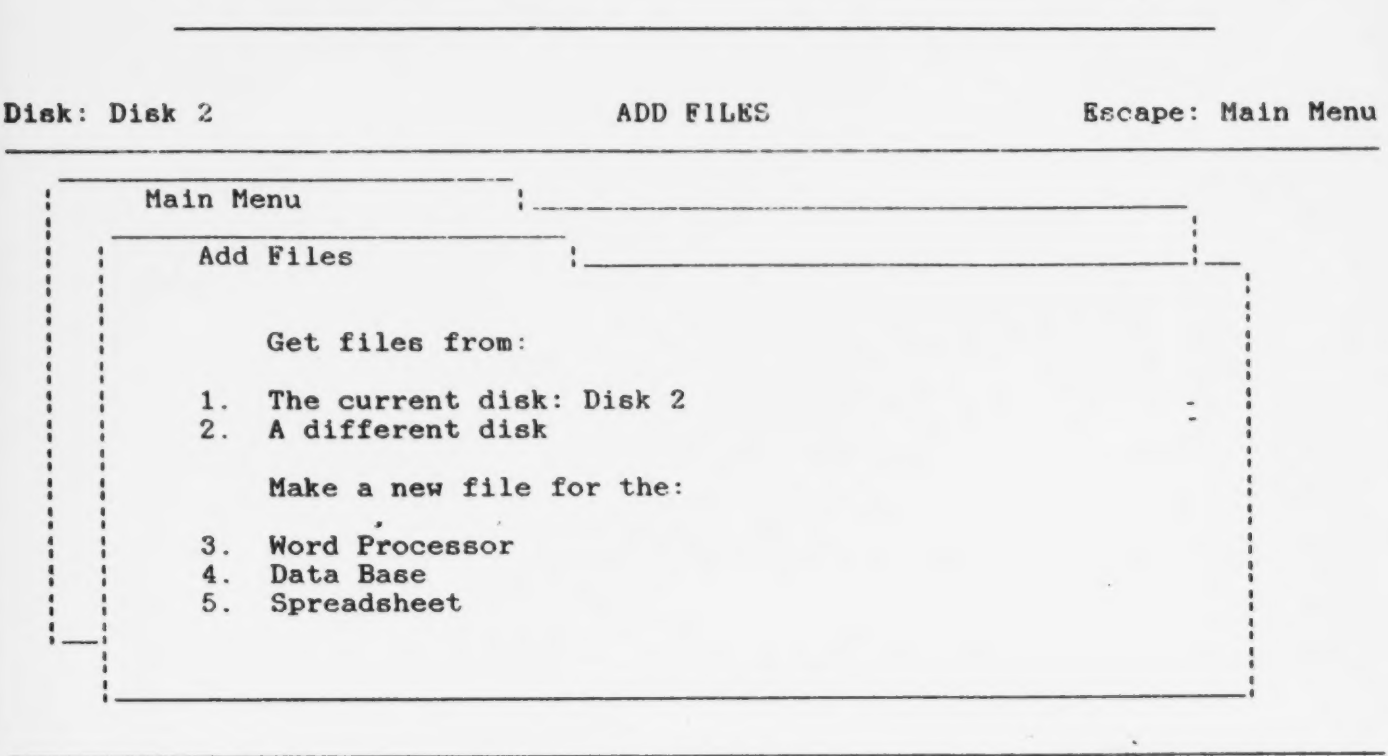

Figure 2. The Screen After Selecting, the "Add File to the Desktop" Option.

03. Press the numeral "4" key and then press the RETURN key once. This action should bring you to the "Data Base" menu and the screen will appear as does the picture in Figure 3.

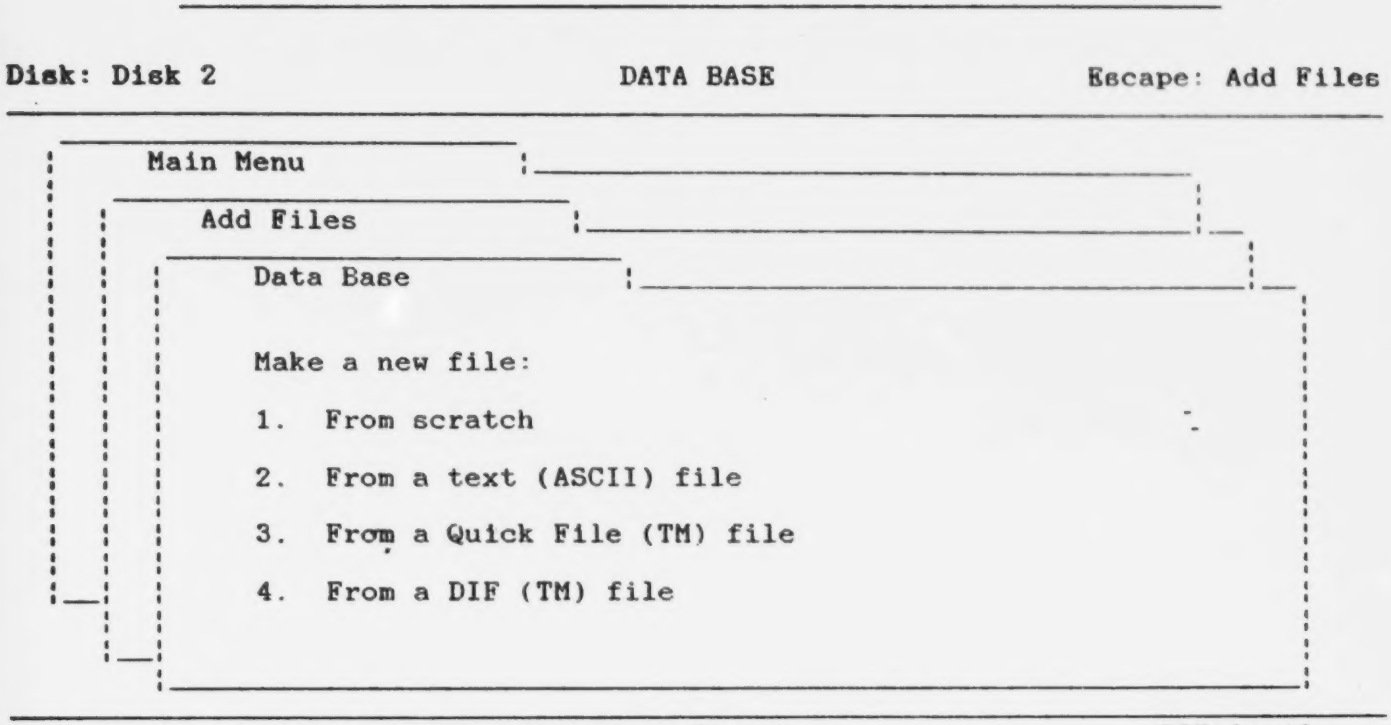

Figure 3. The "Data Base" Menu.

04. If you have successfully reached this point, jump to step 08.

05. If the screen looks like the picture shown in Figure 4 (note the #1 in the upper left corner of the Figure), select option #2, "A different disk," from the "Main Menu" by pressing DOWN ARROW once followed by RETURN once. As a result of this action, the screen should shift so that it appears like the picture shown in Figure 5.

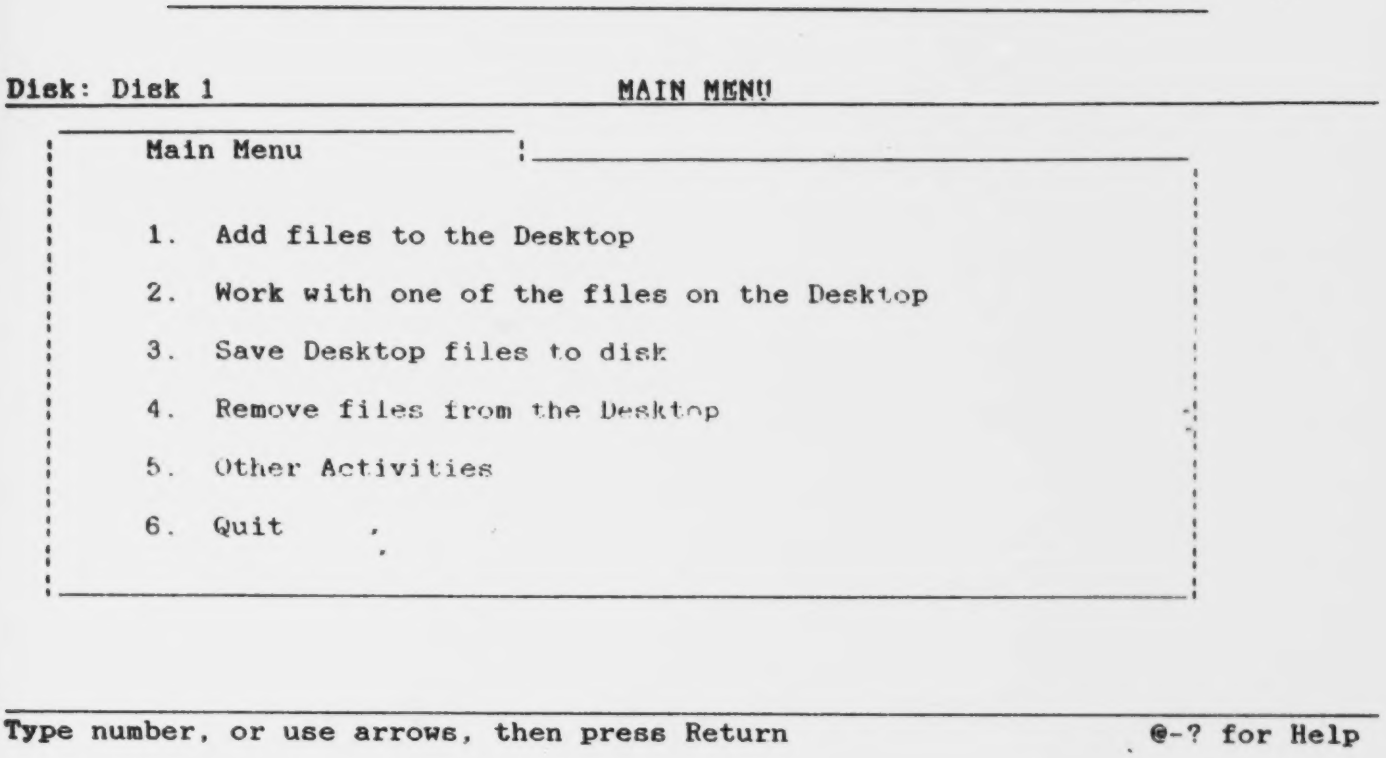
Disk: Disk 1
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
@-? for Help

Figure 4. Computer Screen With "Disk: Disk 1" Selected.

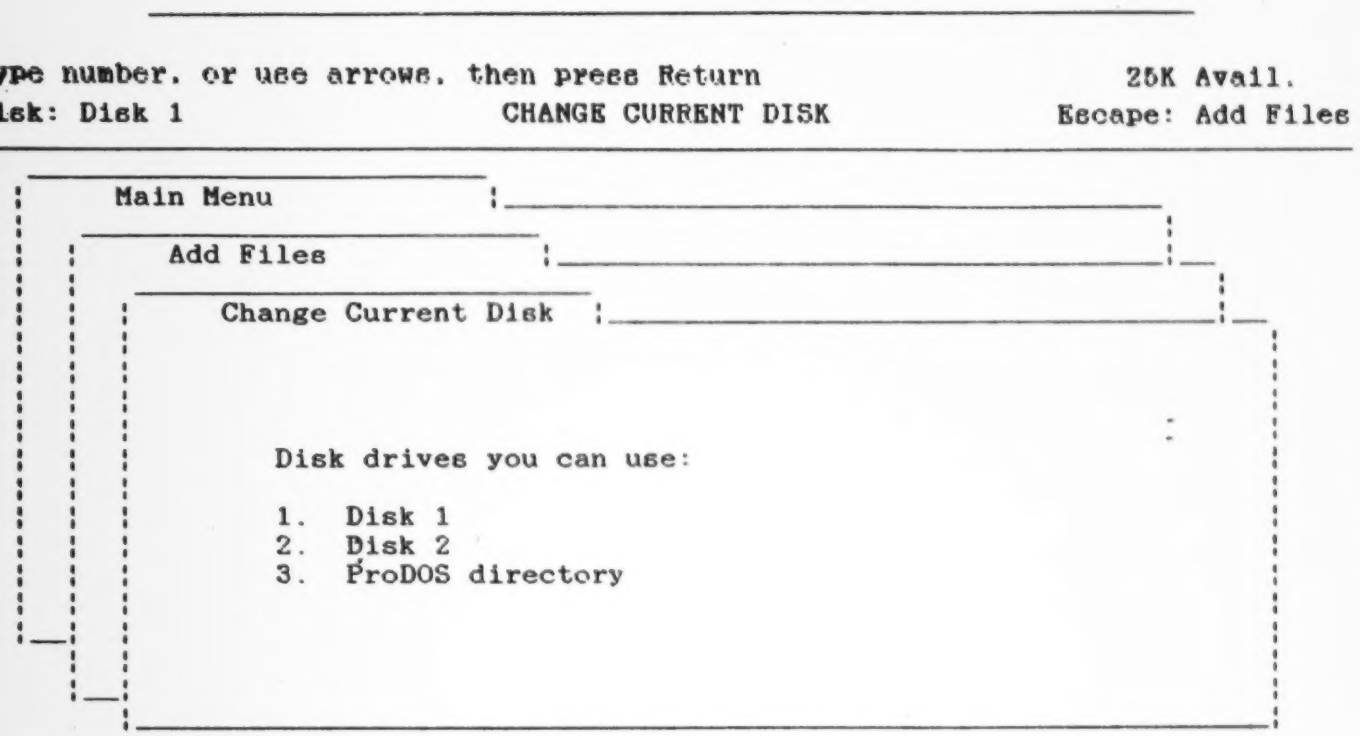

Figure 5. The Screen After Choosing, "A different disk" Option.

06. Select option #2, "Disk 2" by pressing DOWN-ARROW once followed by RETURN once. The screen should have changed following this action and now appear as it does Figure 2.

07. Now, complete step 03 and then jump to step 08.

08. With the screen appearing as it does in Figure 3 select option #1 (it is high lighted),"From scratch" by pressing RETURN once. The picture you see on the screen will change so that it looks like the one shown in Figure 6 below.

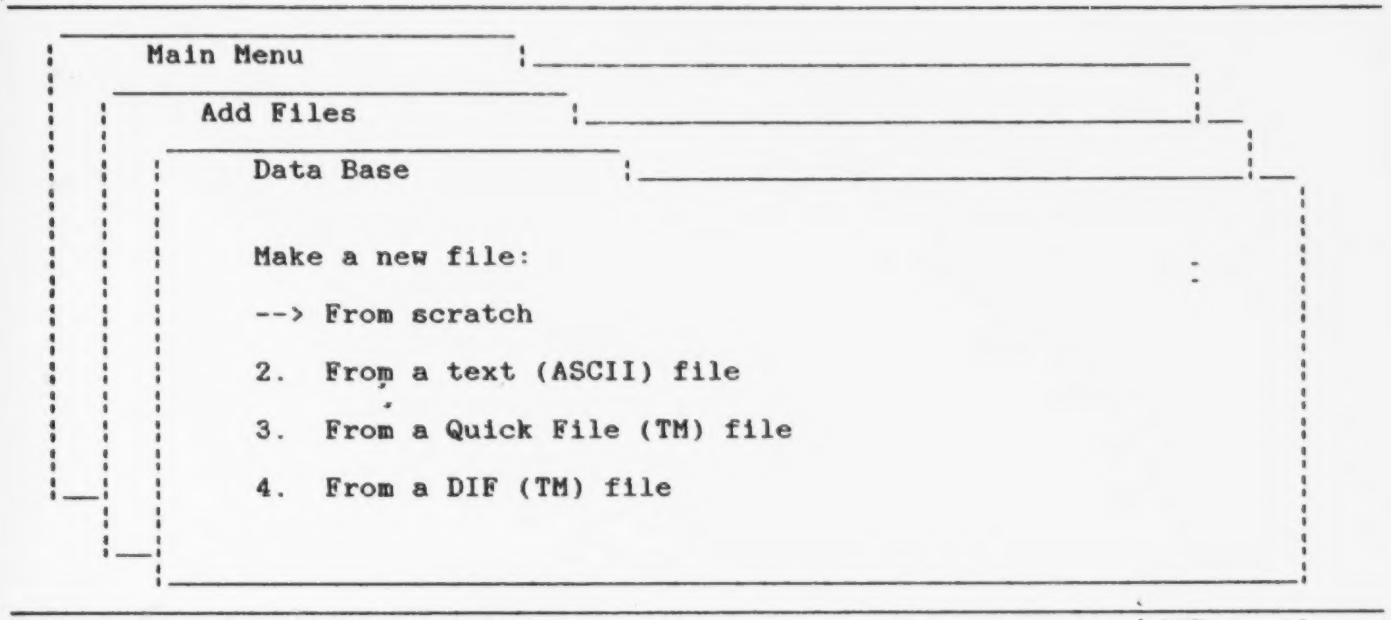

Figure 6. The Screen Showing The "From Scratch" Option Of The "Data Base" Menu Selected.

09. Directions at the bottom of the screen tell us to name the the new file so type the word "BUTTONS" (or some other name). The screen will now be identical to the picture shown in Figure 7.

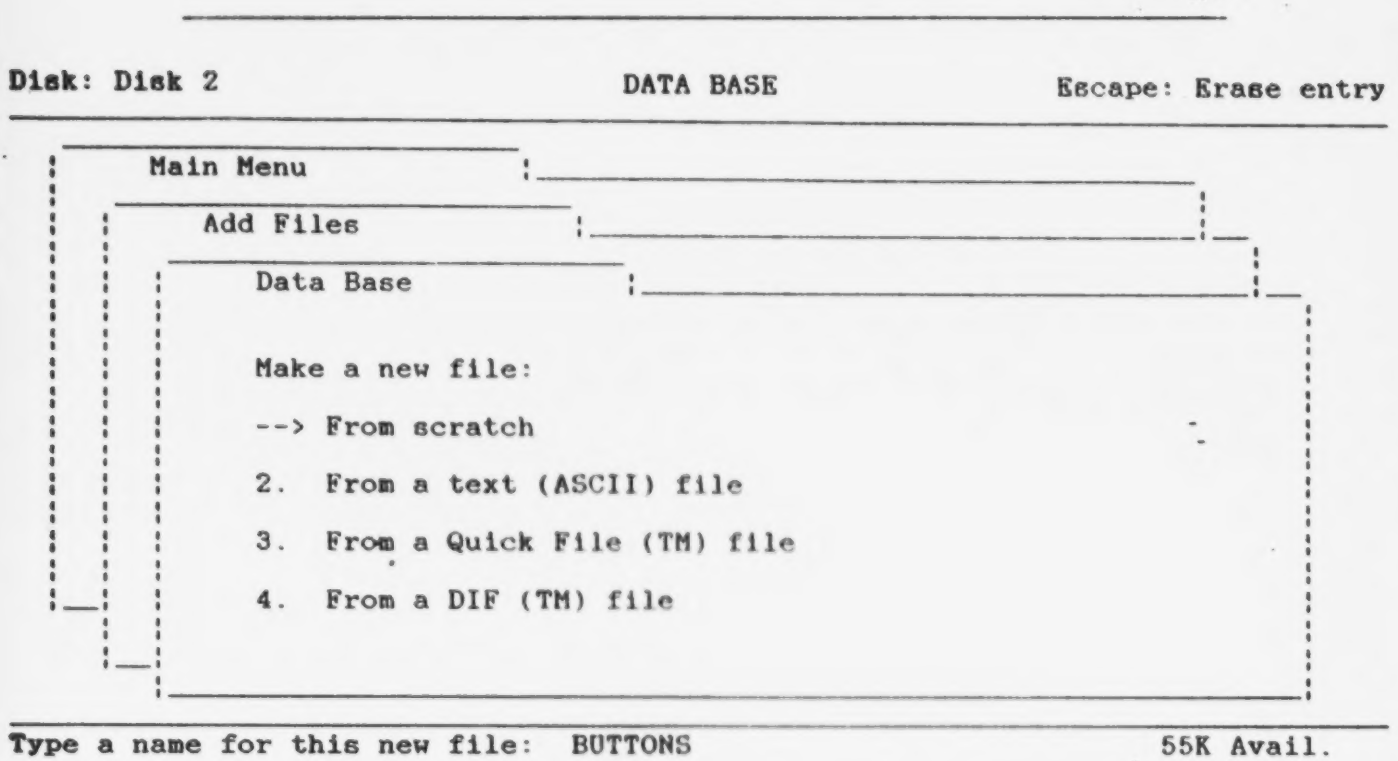

Figure 7. The Computer Screen After Naming The File.

10. Press the RETURN key once. The screen should look like the picture shown in Figure 8.

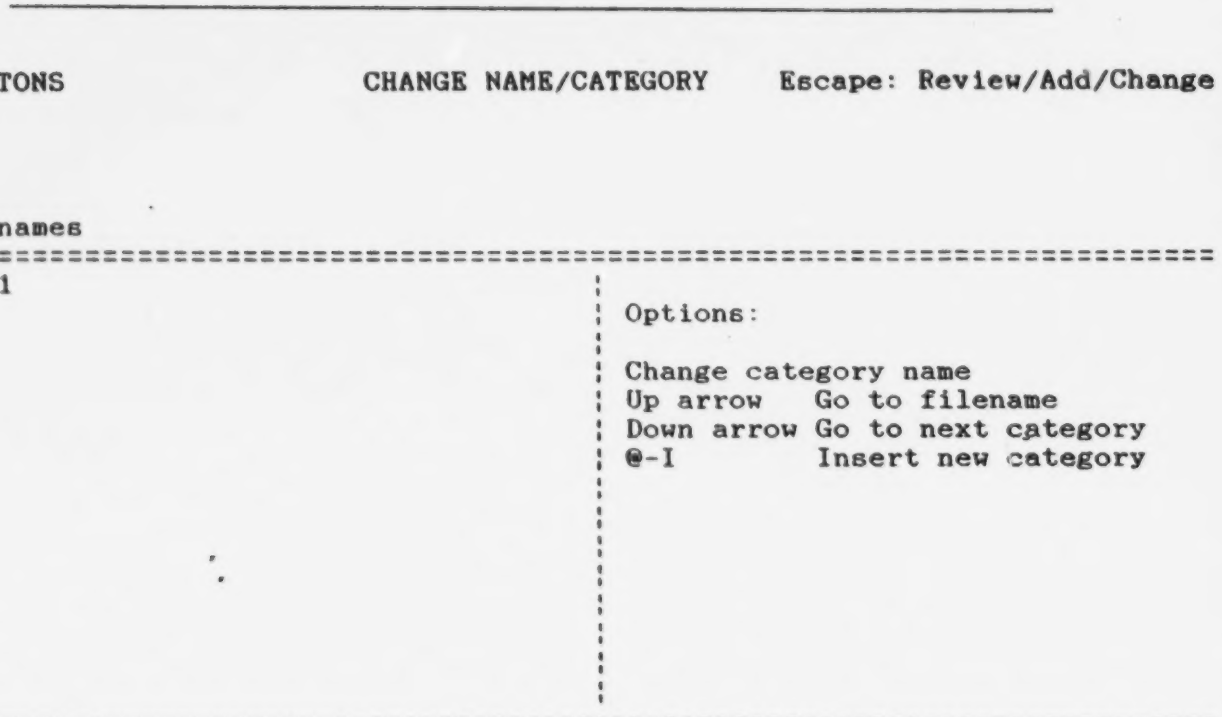

Figure 8. The Computer Screen Showing The Basic Data Base File Prior To The Insertion Of Category Names.

11. Insure that you are using the blinking block cursor and not the blinking line cursor. If the monitor screen shows a blinking line cursor, press the OPEN-APPLE and "E" keys at the same time to switch to the blinking block cursor (to switch back to the blinking block cursor, press the OPEN-ARROW and "E" keys at the same time).

12. Insert the first category name. This is accomplished as follows:

a. Press the CAPS-LOCK key down so that the machine will type only capital letters.

b. Type "SHAPE," (this data base will contain date derived from a random collection of buttons).

c. Press the SPACE-BAR several times to erase the remaining letters and numeral in the original "Category 1."

d. Press the RETURN key once. The screen should look like Figure 9.

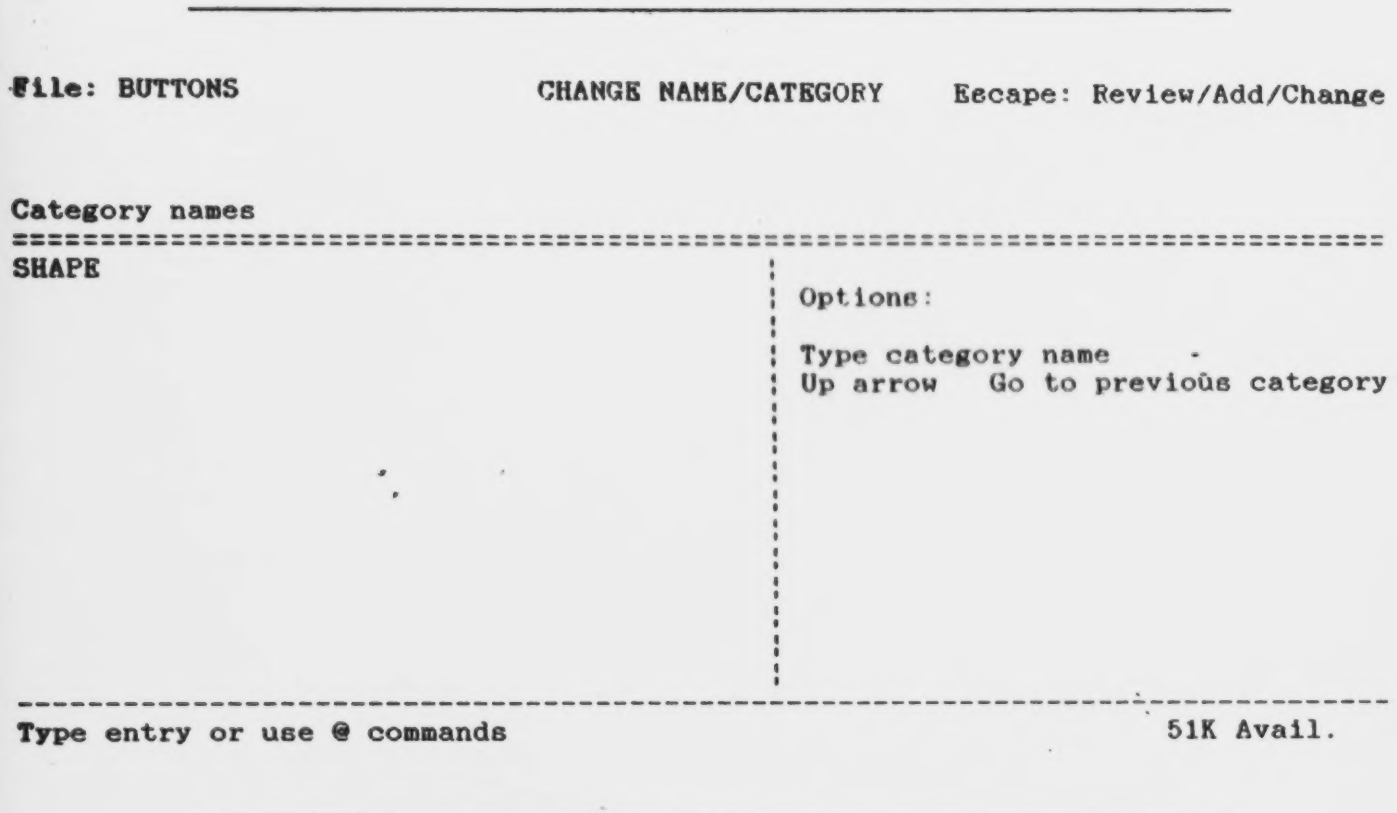

Figure 9. The Computer Screen After Inserting The "SHAPE category.

13. Type, "COLOR," and then press the RETURN key once.

14. Insert the following additional categories "COLOR, NUMBER, THICKNESS, TEXTURE, DIAMETER, LENGTH, WIDTH HOLES, AREA, VOLUME." Press the RETURN key once after typing each category name as was done above in step #13. The screen should look like the picture in Figure 10. At this point, the cursor is located on the line below "VOLUME."

```
File: BUTTONS                    CHANGE NAME/CATEGORY    Escape: Review/Add/Change

Category names
================================================================================
SHAPE                          |
COLOR                          | Options:
NUMBER                         |
THICKNESS                      | Type category name
TEXTURE                        | Up arrow   Go to previous category
DIAMETER                       |
LENGTH                         |
WIDTH                          |
HOLES                          |
AREA                           |
VOLUME                         |
--------------------------------------------------------------------------------
Type entry or use @ commands                                        54K Avail.
```

Figure 10. The Computer Screen After Typing The Eleven Category Names.

15. Press the ESC (escape) key once. The screen now looks like the picture shown in Figure 11.

```
File: BUTTONS                REVIEW/ADD/CHANGE              Escape: Main Menu

Category names
================================================================================

                    This file does not yet contain
                    any information.  Therefore, you
                    will automatically go into the
                    Insert New Records feature.

--------------------------------------------------------------------------------
Press Space Bar to continue                                          51K Avail.
```

Figure 11. The Monitor Screen After Performing Step 15.

16. Press the SPACE-BAR once. The screen changes so that it appears like the screen shown in Figure 12 and the file is ready for the insertion of real data.

```
File: BUTTONS                    INSERT NEW RECORDS      Escape: Review/Add/Change


Record 1 of 1
================================================================================
SHAPE: -
COLOR: -
NUMBER: -
THICKNESS: -
TEXTURE: -
DIAMETER: -
LENGTH: -
WIDTH: -
HOLES: -
AREA: -




--------------------------------------------------------------------------------
Type entry or use @ commands                                        51K Avail.
```

Figure 12. The Computer Screen Showing A Blank "Record 1 of 1".

17. Insert data in the first record. This accomplished as follows:

    a. Type the information to be entered in a category.

    b. Press the RETURN key once.

c. Type information in the next category and press the RETURN key once. After inserting data in all categories, your screen should be similar to the picture shown in Figure 13.

```
File: BUTTONS                    REVIEW/ADD/CHANGE                Escape: Main Menu

Selection: All records


Record 1 of 2
================================================================================
SHAPE: Round
COLOR: Blue
NUMBER: 10
THICKNESS: 4mm
TEXTURE: Smooth
DIAMETER: 2.5cm
LENGTH: NA
WIDTH: NA
HOLES: 4
AREA: 4.91sqcm
VOLUME: 1.96cucm




--------------------------------------------------------------------------------
Type entry or use @ commands                                      @-? for Help
```

Figure 13. The Computer Screen Showing Record 1 Following The Insertion Of Data.

d. Use the UP-ARROW key after pressing the RETURN key to return to a category where a mistake has been made.

e. If the computer does not move automatically from record 1 to record 2 after data has been inserted in the last category (VOLUME) follow the directions provided on the monitor screen.

18. After inserting information in the first record, press the OPEN-APPLE and the "Z" (zoom) keys at the same time. The screen will now appear similar to the example provided in Figure 14 (if you want to return to the original format, press the OPEN-APPLE and the "Z" again).

File: BUTTONS REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

SHAPE	COLOR	NUMBER	THICKNESS	TEXTURE
Round	Blue	10	4mm	Smooth
-	-	-	-	-

Type entry or use @ commands @-? for Help

Figure 14. The Computer Screen After Entering Data In The First Record And Switching Screen Formats.

19. Press the OPEN-APPLE and the "L" (layout) keys at the same time. This action will allow changes in the column widths and the like to be made. See Figure 15.

```
File: BUTTONS                    CHANGE RECORD LAYOUT     Escape: Review/Add/Change

================================================================================

                    --> or <--  Move cursor
                     >  @   <   Switch category positions
                    --> @  <--  Change column width
                    @-D         Delete this category
                    @-I         Insert a previously deleted category

--------------------------------------------------------------------------------

SHAPE          COLOR          NUMBER         THICKNESS      TEXTURE
-------------- -------------- -------------- -------------- --------------
Round          Blue           10             4mm            Smooth


-------------------------------------------------------------------- More --->
Use options shown above to change record layout                   51K Avail.
```

Figure 15. The Computer Screen After Selecting The Alter Layout Option.

20. Alter the file to fit your desires by following the directions provided on the screen. Figure 16 is an example of an altered file.

```
File: BUTTONS                    CHANGE RECORD LAYOUT     Escape: Review/Add/Change


================================================================================

                    --> or <--  Move cursor
                     >  @   <   Switch category positions
                    --> @  <--  Change column width
                    @-D         Delete this category
                    @-I         Insert a previously deleted category

--------------------------------------------------------------------------------

SHAPE COLOR NUMBER THICKNESS TEXTURE DIAMETER LENGTH WIDTH HOLES AREA    VOLUME
----- ----- ------ --------- ------- -------- ------ ----- ----- ------- ------
Round Blue  10     4mm       Smooth  2.5cm    NA     NA    4     4.91sqc 1.96cu


--------------------------------------------------------------------- More --->
Use options shown above to change record layout                    51K Avail.
```

Figure 16. Example Of An Altered File.

21. Press the ESC key once. The screen will appear similar to the example shown in Figure 17.

File: BUTTONS CHANGE RECORD LAYOUT Escape: Review/Add/Change

What direction should the cursor
go when you press Return?

1. Down (standard)
2. Right

SHAPE	COLOR	NUMBER	THICKNESS	TEXTURE	DIAMETER	LENGTH	WIDTH	HOLES	AREA	VOLUME
Round	Blue	10	4mm	Smooth	2.5cm	NA	NA	4	4.91sqc	1.96cu

More --->
Type number, or use arrows, then press Return 51K Avail.

Figure 17. The Computer Screen After Pressing ESC Once.

22. Press the ESC key once (a second time). The monitor screen changes to appear similar to the example in Figure 18.

File: BUTTONS REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

SHAPE	COLOR	NUMBER	THICKNESS	TEXTURE	DIAMETER	LENGTH	WIDTH	HOLES	AREA	VOLUME
Round	Blue	10	4mm	Smooth	2.5cm	NA	NA	4	4.91sqc	1.96cu
-	-	-	-	-	-	-	-	-	-	-

Type entry or use @ commands @-? for Help

Figure 18. The Monitor Screen Showing The Altered Data Base file.

23. Press the OPEN-APPLE and the "S" keys at the same time to save the file on a the data disk in slot or drive two.

24. Return to the "Main Menu" by pressing the ESC key once. The Screen now should be identical to the picture shown in Figure 19.

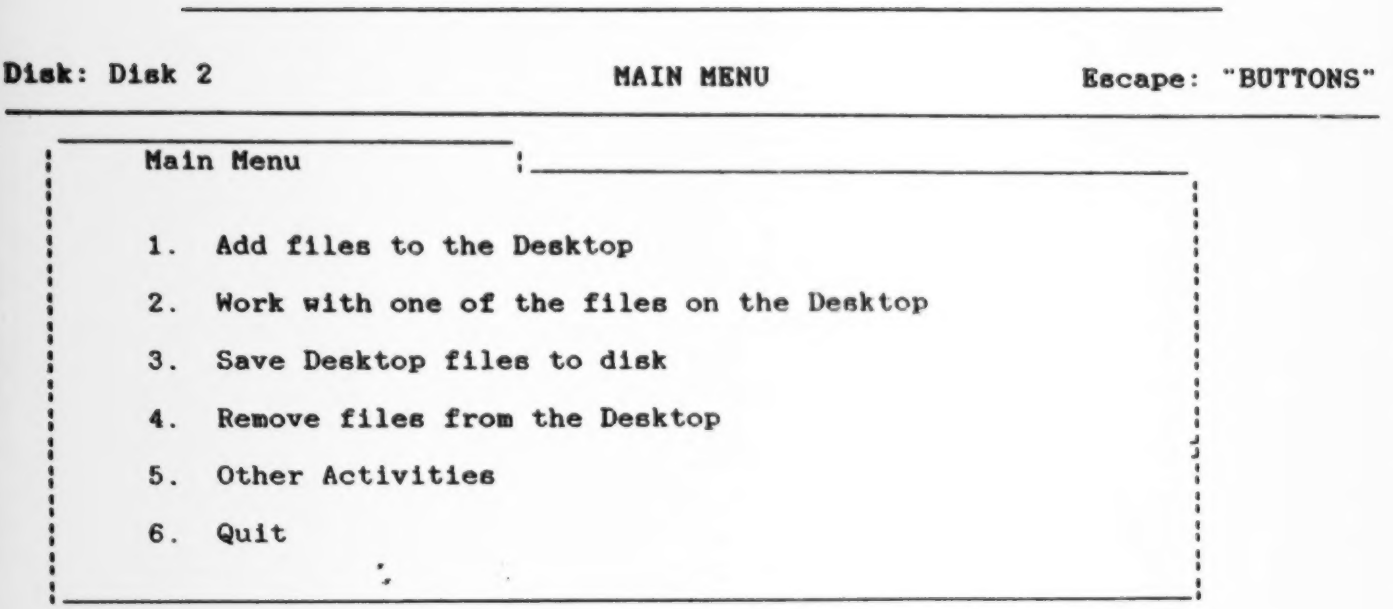
Disk: Disk 2
MAIN MENU
Escape: "BUTTONS"
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
@-? for Help

Figure 19. "Main Menu."